DOCUMENT RESUME

ED 101 743 IR 001 601

AUTHOR Chen, Robert
TITLE How to Obtain U.S. Government Publications in Booth Library; a Step-By-Step Guide.
INSTITUTION Eastern Illinois Univ., Charleston. Booth Library.
PUB DATE 74
NOTE 24p.; Sample "Indexes" may reproduce poorly

EDRS PRICE MF-$0.76 HC-$1.58 PLUS POSTAGE
DESCRIPTORS *Depository Libraries; *Government Publications; *Library Collections; *Library Guides; *Library Instruction; Library Materials; University Libraries
IDENTIFIERS *Booth Library; Eastern Illinois University; Monthly Catalog

ABSTRACT

A guide for obtaining government documents at Booth Library, Eastern Illinois University, this document describes a step-by-step procedure for using a Federal depository collection. Illustrations are provided from the "Monthly Catalog of United States Government Publications" author index, title index, and subject index. Item numbers are explained along with their use on the library's document request form. A transcript of the documents orientation program taught by the author is appended. (SK)

BEST COPY AVAILABLE

HOW TO OBTAIN U.S. GOVERNMENT PUBLICATIONS IN BOOTH LIBRARY

A STEP-BY-STEP GUIDE

Prepared by Robert Chen-Documents Librarian
EASTERN ILLINOIS UNIVERSITY

U.S. DEPARTMENT OF HEALTH EDUCATION & WELFARE NATIONAL INSTITUTE OF EDUCATION

ED101743

Introduction

United States government publications, commonly called U.S. documents, are one of the most extensive and valuable sources of information. They cover practically every field of human knowledge and endeavor. No matter what the subject of your study is, or what vocation you may follow, chances are that there exist some documents that are helpful or interesting to you.

Booth Library was designated as a Federal depository in November 1972. Since then more than 50,000 publications have been received. Some of them have been cataloged. These include reference books, general stacks books, and periodicals. All cataloged documents are listed in the public catalog.

Most of the depository publications, however, are not cataloged, but are shelved in the documents stacks on the main floor of the old part of the library, next to the Self-study Materials Center. They are arranged by the Superintendent of Documents classification system, which will be explained later.

In addition to the paper copies, which include the most useful documents distributed to depository libraries since 1963, Booth Library also has the microcard edition of all depository publications from 1956, and non-depository publications from 1953 to date. These documents on microcards, divided into two separate sets, depository and non-depository, are arranged by their order of listing in the Monthly Catalog.

1. Consult the Monthly Catalog of the United States Government Publications.

In order to use U.S. government publications successfully, a thorough understanding of the use of the Monthly Catalog is necessary.

There are two copies of the Monthly Catalog in Booth Library, one in the Documents Section (1956-date) and one in the Reference Room (1907-date).

In order to facilitate our explanation, two sample pages of the Monthly Catalog are reproduced, one from the index (see example 1), and the other from the text (see example 2).

At this point we would like to remind you that generally you will not be able to find a new document in the Monthly Catalog immediately after it has been published. The time lag between the date of publication and the date of being listed in the Monthly Catalog may be from a few to several months. Some documents are never listed in the Monthly Catalog.

IR 001 601

BEST COPY AVAILABLE

2. Check in the index under subject, author, title, or government agency.

Usually the first step in locating a government publication is the use of the index which appears in each issue of the Monthly Catalog. In the December issue there is a cumulative annual index which indexes the publications listed in the Monthly Catalog from January to December.

Two decennial cumulative indexes have been published. The 1941-1950 cumulative index is in the Reference Room. There are two copies of the 1951-1960 cumulative index, one in the Reference Room and one in the Documuents Section.

When using the index, you should look for the document you need under one or more of four categories: (1) subject heading, (2) author, (3) unique title of a document, or (4) the government agency which issued the document (see example 1). Each document may have an index listing under two or even three of these categories, but seldom under all four.

Beginning with the January 1974 issue, the Monthly Catalog has three different indexes: subject index (see example 3), author index (see example 4), and title index (see example 5).

When you look for a document by subject, remember that subject listings can be further divided into specific as well as general subject headings. For example, if you look for some documents about education, you should notice that materials are also listed under Audio-visual education, Colleges and universities, Elementary education, etc. (see example 6)

A Cumulative Subject Index to the Monthly Catalog of the United States, 1900-1971, is being ordered by the library. It will be available in the Reference Room.

Personal authors were not indexed in the Monthly Catalog between the years 1947 and 1962. However, a commercial press has published several volumes of a cumulative personal author index, covering the years 1941-1970. These volumes are shelved with the Monthly Catalog in the Reference Room.

Suppose you want some recent documents about pornography, you look in the December 1972 index. Immediately you find that "pornography" is not the index term used in the Monthly Catalog. Instead a "see reference" directs you to the term "obscene matter" (see example 7). Under "obscene matter" you find a title "Erotica and social behavior, technical report" (see example 8). Notice that the same technical report also appears under the issuing agency, Obscenity and Pornography Commission.

3. Locate publications in the text by entry numbers which are given in the index.

The number or numbers following each title in the index, such as 1073 and 1983 following the title "Erotica and social behavior, technical report," are entry numbers (see example 8) that designate the order in which the documents appear chronologically in the Monthly Catalog. (Before September

BEST COPY AVAILABLE

1947, numbers in the index refer to page numbers of the Monthly Catalog.)

Turning to number 1073 in the text of the Monthly Catalog, you find the title Technical report, volume 8, Erotica and social behavior, which is listed under the issuing agency Obscenity and Pornography Commission (see example 2). The text of the Monthly Catalog lists documents alphabetically by the name of the issuing agency.

4. Fill out a document request form giving the following information: (see example 9)

   (1) Date of the Monthly Catalog in which the document is listed

   (2) Entry number

   (3) Depository item number which is marked with a black dot and an item number

   (4) Superintendent of Documents classification number

   (5) Title of the document

If only the microcard copy of the document is requested, you have only to fill out the first three columns of the form. If no depository item number appears in the entry, simply write "None."

5. Present the completed document request form to the Documents Librarian or his assistant who will get the document or document on microcard for you.

Or, if you prefer, you may go to the shelves and get the document by yourself. Before entering the stacks, however, you should ask the Documents Librarian or his assistant to check the documents shelflist.

The shelflist will tell whether a paper copy of the document is available, and, if available, what its location is. If, in addition to the Superintendent of Documents classification number, a Library of Congress call number appears on the shelflist card, it means the document has been cataloged and is no longer shelved in the documents stacks. If a government periodical is cataloged, the documents shelflist card will say "Checked in by Serials Department." You should consult the computer print-out or the public catalog for its location.

Documents are shelved in alpha-numerical order according to their Superintendent of Documents classification numbers.

A Superintnedent of Documents classification number is an alpha-numeric code. The letter or letters in the first part of the code represent the department or agency that issues the document. For example, "A" is for Agriculture Department, "C" for Commerce Department, "CS" for Civil Service Commission, "Ju" for the Judicial Branch, and so on.

Congressional publications are represented by "X", "Y1." and "Y4." classes. The Congressional Record is shelved in the "X" section, while all congressional hearing are in the "Y4." section.

BEST COPY AVAILABLE

If you would like to know which letters currently represent what departments or agencies, and what their major publications are, you can consult the List of Classes of United States Government Publications Available for Selection by Depository Libraries at the Documents Section.

Guide labels on the ends of shelves show you what documents are on those particular shelves.

Congressional reports and documents, which include House reports, House documents, Senate reports, and Senate documents, have no classification numbers. They are arranged by report and document numbers within each Congress, and are shelved after the congressional hearings.

These individual House and Senate reports and documents will eventually be replaced by bound volumes known as the congressional serial set. The serial set is arranged by serial numbers, and is located next to the individual reports and documents. Some of the bound volumes, however, are not available to regular depository libraries.

In order to find a report or a document in the serial set, a publication called Numerical Lists and Schedule of Volumes must be used. The Documents Librarian will be glad to show you how to use this publication.

The last section of the documents stacks on the main floor is the documents on microcard. They are divided into two parts, depository and non-depository. In each part the documents are arranged chronologically by the entry numbers in the Monthly Catalog.

Microcard readers, located in the carrels south of the documents stacks, can be used for reading documents on microcard.

You may use documents in the library or check them out. The regular loan period is two weeks. Check out documents at the counter of the Self-study Materials Center, the SMC. Some documents, such as the bound volumes of the Congressional Record and the congressional serial set, are not to be checked out.

6. If you have any problems in using documents, please feel free to ask the Documents Librarian for assistance.

BEST COPY AVAILABLE

Oak—Continued
effects of fertilizer-nutrient interactions on red oak seedling growth, 11612
growth and survival of interplanted hardwoods in southern Wisconsin oak clear-cuttings, 5550
growth and yield predictions for upland oak stands 10 years after initial thinning, 13044
honeycomb and ring failure in bacterially infected red oak lumber after kiln drying, 12060
injection of menomyl into elm, oak and maple, 12063
insects that damage white oak acorns, 9708
investor's guide to converting southern oak-pine types, 11096
preliminary work in developing sawbolt grading systems for white oak, 4167
red oak sawlog weight, moisture loss effect, 717
strip flooring, physical distribution, 1724
symposium proceedings, 11071
Oak Creek, Albany, Oreg., flood plain information, 12841
Oak Creek, Nebr., outlet works for Branched Oak and Cottonwood Springs Dam, Oak Creek, Nebr., and Cottonwood Springs Creek, S. Dak., hydraulic model investigation, 6741
Oak Valley Lutheran Church, *see* Velva Lutheran Parish, Velva, N. Dak.
Oakland, Calif.:
area wage survey, 8568
census of housing, 1970—
Block statistics, 4925
metropolitan housing characteristics, 11607
census of population and housing, 1970, census tracts, 11640
employment profiles of selected low-income areas, 3560
experimentation support for demonstration of automatic position reporting technique at Oakland, Calif., 14242
Oakley Reservoir Project, proposed modification, Sangamon River, Ill., 3956
Oakluf, Charles, review and synthesis of research on vocational technical education for rural disadvantaged, 5373
Oakville, Md., big Oakville "do-it-yourself" project, picture story, 9047
OASDI, *see* Old age, survivors, and disability insurance.
Oats futures, commitments of traders, 2287
Oberholtzer, Betty J., publications of National Bureau of Standards 1971 catalog, 12332
Oberholtzer, Kenneth E., instructional television facilities, guide for school administrators and board members, 10984
Objective estimates based on experimental data and initial and final knowledge, 5852
OBS series, 224–225, 1354–57, 3665–75, 3959–67, 6347–50, 7768–70, 9311–20, 10667–669, 11701–706, 12593–596, 13303–312, 14441–444
O'Brien, Donough, galactosemia, bibliography, 4431
O'Brien, J. L., investigation of metallide coatings for seawater pump components, 1770
O'Brien, Keran, cosmic radiation in atmosphere, 7555
O'Brien, Muriel J., evaluation of some potato varieties and breeding lines for resistance to early blight, 3321
O'Brien, Paul J., dynamic simulation study of air traffic capacity in San Francisco Bay terminal, 7394
O'Brien, Walter J., oxygen consumption in continuous biological culture, 5447
Obscene matter:
consumer and the community, technical report, 8853
erotica and social behavoir, technical report, 1975, 1983
Obscenity and Pornography Commission, technical reports, 1973, 1983, 8853
Observation:
determining circular orbits of satellites according to observations from single station, USSR study, 13901
Interkosmos-4 space observations and instruments, USSR study, 11192
marine surface observations, 1976
refined geodetic results based on Doppler satellite observations, 7250
study of errors and anaysis of astrometrical observational results, astrometry and astrophysics, 5867
synoptic observations of sand movement, 1661
winds-aloft observations, Federal meteorologic handbook, 12592
Obsolescence and opportunity, how Federal surplus property contributes to Nation's health, education, and civil defense, 5601
Obstruction marking and lighting, 9703
Ocala National Forest, direct seeding longleaf and sand pine on Seminole Ranger District of Ocala National Forest, 8328
Occasional papers, Freer Gallery of Art, 8370
Occultations, *see* Eclipses.
Occupational and Adult Education Bureau, establish, hearing, 5159
Occupational, Career, and Adult Education Bureau, establish, report, 7916
Occupational classification, *see* Occupations.
Occupational health, *see* Health.
Occupational instructors, *see* Teachers.
Occupational Safety and Health Administration:
farm employer and Occupational safety and health act, 10238
introduction to OSHA recordkeeping, 9953
occupational safety and health regulations OSHA (series), 8855–56, 11381–382
President's report for 1st year of enforcement, 14173
scientific equipment aids OSHA compliance efforts, 10239
Occupational Safety and Health Review Commission:
appropriations, 1973—
hearings, 10786
reports, 12737
Occupational therapists:
and assistants, employment outlook, 13933
Army graduate student program, 4895
Army Medical Specialist Corps, 1917–71, general information, 9098
Occupational training, *see* Training.
Occupations:
after high school, a bright future, Women's Army Corps, 11525
air traffic control careers, hearing, 8031
Army, recruiting & career counseling journal, 3038
black Americans, decade of occupational change, charts, 7052, 11224
career education, 4028
handbook for implementation, 8139
in environment, handbook, 5363
career field profiles, selected professional and administrative career fields, 8993
career gateways, Commerce Department, 13302
career guidance, overview of alternative approaches, 4029
career opportunities—
careers in psychiatry, 12244
clinical clerkship program, U.S. Army medicine-surgery, etc., 10448

Author

Subject heading

Government agency

Title

(Example 1)

BEST COPY AVAILABLE

 — Date of Monthly Catalog

Entry number

1072 7318. Fracture extension resistance (R-curve) concepts for fracture safe design with nonfrangible titanium alloys [with list of references; by] R. W. Judy, jr. and R. J. Goode. Aug. 16, 1971. cover title, ii+22 p. ii. 4° [NRL problem M01-25; RR 007-01-46-5432.] Φ Paper, $3.00 (AD 730440).

OBSCENITY AND PORNOGRAPHY COMMISSION — Government agency
1016 16th St. NW., Washington, DC 20036

Title

1073 Technical report.
U.S. Erotica and social behavior. [1971.] ix+380 p. 4° • Paper, $3.50 (S/N 5256-0005). ○ Item 1089 — Y 3.Ob 7:10/v.8 — Superintendent of Documents classification number

Depository item number

OLDER AMERICANS VOLUNTEER PROGRAMS, Action
806 Connecticut Ave. NW., Washington, DC 20525

NOTE.—Older Americans Volunteer Programs, which consists of a series of programs, was appointed by the President and merged with Action on July 1, 1971.

1074 Recommendations for developing RSVP, Retired Senior Volunteer Program [with selected bibliography; prepared by Leo Kramer, Inc.] [June 1971.] [409] p. ii. 4° [Prepared for Administration on Aging, Department of Health, Education, and Welfare.] • Paper, $3.00 (S/N 5600-0001). ○ Item 74-B-1
AA 2.2:R 31

OUTDOOR RECREATION BUREAU, Interior Dept.
Washington, DC 20240

1075 Proceedings, National symposium on trails, Washington, D.C., June 2-6, 1971. [1971.] cover title, [2]+iv+132 p. ii. 4° • Paper, $1.25 (S/N 2416-0042) ○ Item 657-B-1
L.C. card 74-616247
I 66.2:T 68/2

PATENT OFFICE, Commerce Dept.
Washington, DC 20231

Classification definitions, established by Office of Search Systems and Documentation. [Issued with perforations.] ○ Item 252
C 21.3/2:(nos.)

1076 class 425. Plastic article or earthenware shaping or treating, apparatus. Nov. 1971. [2]+7+77 p. 4° [Original classification by I. Lady and others, 1971.] † Paper, $1.00.

1077 class 444. Programmed data processors, data processing methods and procedures. [7] p. 4° [Original classification, K. Dodd.] † Paper, 10c.

1078 Manual of patent examining procedure, 3d edition [Nov. 1961], revision 30. Oct. 1971. [68] p. 4° [Issued in looseleaf form.] • Paper, $11.00 (including basic manual and supplementary material for indefinite period); $2.50 additional for foreign mailing. ○ Item 259
C 21.15:961/rev. notice 30

PRESIDENT OF UNITED STATES
Washington, DC 20501

1079 Minutes, annual meeting, Apr. 14-16, 1971, pt. 1, President's Committee on Employment of the Handicapped. [1971.] iii+47 p. ii. 4° † President's Committee on Employment of Handicapped, 7131 Department of Labor Building, Washington, DC 20210 ○ Item 766-C
PrEx 1.10:M 66/971/pt.1

1080 Very special child, conference on placement of children in special education programs for mentally retarded, [sponsored by President's Committee on Mental Retardation, Bureau of Education for the Handicapped, Education Office, and Council for Exceptional Children]. [1971.] cover title, 32 p. ii. 4° ([President's Committee on Mental Retardation.]) [Some illustrations are colored. Text on p. 2 of cover.] † President's Committee on Mental Retardation, 7th and D Sts., N.W., Washington, DC 20201
L.C. card 73-614869
Pr 36.8:M 52/C 43

ΦFor Sale by National Technical Information Service, Springfield, VA 22151
○Sent to Depository Libraries

(Example 2)

BEST COPY AVAILABLE

Indexes

MONTHLY CATALOG JANUARY 1974

Subject Index

A

Acaricides, EPA compendium of registered pesticides, acaricides, etc., 606
Acceleration, alcohol effects on eye movements and tracking performance during laboratory angular accelerations about yaw and pitch axes, 47
Accidents, *see* Motor vehicle accidents—Railroad accidents.
Accounts and accounting, accounting and financial manual, DSA, 255
Acorns, germination analyses of excised embryo cylinders and whole acorns of water oak, 404
Acreage allotments, *see* Tobacco.
Activated sludge, *see* Sludge.
Acts of Congress, *see* Law.
Actuators, Army helicopter hydraulic servocylinder reliability and maintainability investigation, 39
Addresses, lectures, etc.:
by—
Ancker-Johnson, Betsy, 85
Butz, Earl L., 16
Greenfield, Stanley M., 352
Lynch, Norris A., 290
Tabor, John K., 80
Administration, *see* Executive departments.
Administrative management:
guidelines for staff development for State rehabilitation agencies, 622
personnel methods series, 76
progress of executive branch action on recommendations of Commission of Government Procurement, GAO report, 423
ADP, *see* Electronic data processing systems.
Adsorbents interactions of stack gas sulfur and nitrogen oxides on dry sorbents, 334
Advisory Commission on Intergovernmental Relations, financing schools and property tax relief, State responsibility, 1
Advisory Committee on Cemeteries and Memorials, appoint, law, 91
AEC, *see* Atomic Energy Commission.
Aerial photography, television cloud photography, meteorological satellite data, catalog, 323
Aerodynamics, mathematical model of unsteady aerodynamics and radial flow for application to helicopter rotors, 35
Aeronautical and Space Sciences Committee, Senate, committee print, 193
Aeronautical charts, *see* Maps and charts.
Aeronautical engineering, bibliography with indexes, supplement, 551
Aeronautics toward a better tomorrow with aeronautical and space technology, 193
see also Air power.
Aerospace, *see* Outer space.
Aerospace industries, NASA-industry-university aerospace awareness program guidelines, 555
AFHRL, *see* Air Force Human Resources Laboratory.
Age, improving age discrimination law, 194
Aged:
facts and figures on older Americans, 2
medicare, health insurance for the aged, 635
short-stay hospital utilization of medicare, 685
Aged—Continued
State public assistance plans under Social security act, 634
State trends, 1950–70, facts and figures on older Americans, 2
Aging, Special Committee on, Senate, committee print, 194
Agricultural commodities, *see* Agricultural products.
Agricultural economics, *see* Agriculture.
Agricultural processing, peanuts stocks and processing, 699
Agricultural products:
agricultural commodities agreement with—
Colombia, 680
Pakistan, 682
Sri Lanka (Ceylon), 683
Tunisia, 684
Viet-Nam, 697
export control policy, hearings, 195
export controls on agricultural commodities, hearings, 203
marketing research reports, 12–13
orderly liquidation of stocks of agricultural commodities held by Commodity Credit Corporation and expansion of markets for surplus agricultural commodities, annual report, 354
Western Hemisphere, excluding United States and Cuba, 1963–72, indices, 292
Agricultural Research Service, ARS series, 5
Agriculture:
agricultural economic reports, 7
agricultural situation in Communist areas, 293
agriculture inspection on Mexican borders, 17
extension of farm and related programs, hearings, 196–197
perspective on '73 (address), 15
technical assistant, examination announcement, 77
Agriculture and Forestry Committee, Senate, hearings, 196–197
Agriculture Department:
annual report, 20
marketing research reports, 12–18
meat and poultry inspection regulations, 32
PA [program aid] series, 14
picture story series, 16–19
technical bulletin, 21
Air and Water Programs Office:
publication AP series, 22
publication APTD series, 23–29
Air bases, *see* Airports.
Air carriers:
air transport services, agreement with—
Ireland, 677
Union of Soviet Social Republics, 676
local service, unit costs, 73
Air-cured tobacco, *see* Tobacco.
Air cushion vehicles, one/tenths-scale dynamic model of C-8 Buffalo airplane, landing performance of air-cushion landing system, 552
Air Force, fiscal year 1974, Air Force technical objective document, 31
Air Force Department:
Chief of Staff, nomination of George S. Brown, 201
Secretary, nomination of John L. McLucas, hearing, 201

(Example 3)

BEST COPY AVAILABLE

Author Index

Fletcher, Bobby P., cellular-block-lined grade control structure, hydraulic model investigation, 318
Fulton, William B., Riverine operations, 1966–69, Vietnam studies, 42

G

Gansner, David A., deriving fair incentives for management of hardwood timber stands, 415
Gentel, James E., characterization of particulates and other nonregulated emissions from mobile sources and effects of exhaust emissions control devices on these emissions, 27
Gerlich, James W., pressure filtration of waste waters sludge with ash filter aid, 340
Gormont, Ronald E., mathematical model of unsteady aerodynamics and radial flow for application to helicopter rotors, 35
Graney, David L., polymorphic site index curves for shortleaf pine in Ouachita Mountains, 419
Grano, Charles X., loblolly pine fecundity in south Arkansas, 410
Greenfield, Stanley M., strategic environmental assessment system (SEAS), research project, 352
Guth, Don R., human force and motion-sensing mechanisms, modeling, 30

H

Haberman, Roger L., soil survey of Hodgeman County, Kans., 648
Hais, Alan B., alum addition to activated sludge with tertiary solids removal, 335
Hall, Richard L., soil survey of Worcester County, Md., 652
Hamaker, J. M., electrophoresis patterns of needle enzymes in longleaf and sondereger pines, 402
Hankin, Norbert N., nonionizing radiation measurment capabilities, 608
Hare, Charles T., exhaust emissions from uncontrolled vehicles and related equipment using internal combustion engines, motorcycles, 23
Heffner, Robert L., soil survey of Monroe County, N.Y., 650
Hetzel, Alice M., teenagers, marriages, divorces, parenthood, and mortality, 566
Hodges, Arthur L. jr., ground water availability in Barre-Montpelier area, 435
Hodges, John D., comparison of oleoresin composition in declining and healthy loblolly pines, 409
Hollenbeck, G. R., ballistic mode mercury orbiter mission opportunity handbook, 546
Holm, Harvey W., effects of protozoa on fate of particulate carbon, 327
Hooper, Mary E., higher education, 1970–71, associate degrees and other formal awards below baccalaureate, 294
Horstkotte, G. A. jr., pilot-demonstration project for industrial reuse of renovated municipal wastewater, 338
Huebner, Victor R., development of improved systems of obtaining time integrated measurements of sulfur dioxide, nitrogen dioxide, nitrogen oxides, and other pollutants, 339
Huffman, James L., United States Army helicopter hydraulic servocylinder reliability and maintainability investigation, 39
Hunt, Robert E., failure analysis of helicopter external cargo-handling systems, 40

I

Irland, Lloyd C., basis charts for southern lumber and plywood hedgers, 405

J

James, Harold C., design, test, and acceptance criteria for Army helicopter transparent enclosures, 37
Johler, J. Ralph, reflection coefficients for computer simulation of Loran C/D pulse propagation transforms, 84
Johnson, Robert M., evaluation of paper, cotton, and polyethylene-film bags for packaging cornmeal, 12
Jones, H. C., investigation of alleged air pollution effects on yield of soybeans in vicinity of Shawnee Steam Plant, 704

K

Keely, Nancy H., selling in Australia, 285
Kelly, William T., soil stabilization investigation for 155 mm towed howitzer firing pads, 299
Koch, Peter, wood machining abstracts, 1970 and 1971 literature, 418
Kovar, John A., soil survey of Crawford County, Iowa, 646

L

Lake, E. R., study of role of pyrotechnic systems on space shuttle program, 545
Leslie, Edward A., market factors in United Kingdom, 282
Levins, P. L., analysis of odorous compounds in diesel engine exhaust, 343
Lindow, Herbert A., selling in Peru, 284
Lohrey, Richard E., precommercial thinning increases diameter and height growth of slash pine, 403
Looney, Zolon M., cotton gin operating costs in Midsouth, 13
Lucas, Edwin L., comprehensive defect data bank for no. 2 common oak lumber, 414
Lynch, Norris A., remarks, Sept. 18, 1973, 299

M

Mansfield, Mike, European reactions to Soviet-United States detente, 217
Martin, A. R., study of emissions from 1966–72 light-duty vehicles in Washington, D.C., 24
Martinez, J. R., impacts of transportation control strategies on Los Angeles air quality, 329
Marto, Paul J., analytical and experimental investigation of rotating and noncapillary heat pipes, 548
McQuivey, R. S., principles and measuring techniques of turbulence characteristics in open-channel flows, turbulence in water, 438
Meissener, Charles R., jr., distribution, thickness, and lithology of Paleocene rocks in Pakistan, 436
Mekosh, George, pressure sewer demonstration at borough of Phoenixville, Pa., 341
Monteleone, Robert A., investigation of maneuverability of S–67 winged helicopter, 41
Morris, Meredith J., estimating understory plant cover with rated microplots, 416

P

Parrott, Tony L., improved method for design of expansion-chamber mufflers with application to operational helicopter, 563
Pearson, Carl S., soil survey report of Chemung County, N.Y., 645
Pearson, Robert C., mineral resources of area near Popo Agie Primitive Area, Fremont County, Wyo., 430
Pettinger, L. F., forest pest conditions in Pacific Northwest, 394
Philbrook, James S., stocking guide for Eastern white pine, 398

(Example 4)

BEST COPY AVAILABLE

Title Index

ARS series, 5
Artificial plastic Christmas trees, garlands, and wreaths, Standard Cellulose and Novelty Co., Inc., 700
Associate degrees and other formal awards below baccalaureate, 294
Atomic energy, amendment to statute of International Atomic Energy Agency, 681
Atomic energy, scientific and technical cooperation for peaceful uses, 674
Automobile exhaust emission surveillance, summary, 26
Availability of ground water for public-water supply in central and southern Escambia County, Fla., 429

B

Background material on Fair Labor standards act amendments, 232
Background materials relating to railroad retirement, 233
Background notes, 658–663
Baldcypress, American wood, 392
Ballistic mode mercury orbiter mission opportunity handbook, 546
Basis charts for southern lumber and plywood hedgers, 405
Be a winner, knock out bacteria (poster), 388
Benjamin Franklin, register and index of his papers in Library of Congress, 531
Bills providing benefits for veterans of nations allied with United States in World Wars 1 and 2, 167
Black powder (S. 1083), 228
Black walnut as crop, black walnut symposium, 395
Books on open-reel tape, list, 532
Briefing by Postmaster General, 154
Budget scorekeeping report, 178

C

Campers, stop hitchhiking gypsy moths, 16
Career development for law enforcement, 513
Catalog of aeronautical charts and related publications, 585
Catalog of copyright entries, 247
Catalog of meteorological satellite data: ITOS 1 and ESSA 9 television cloud photography, 323
Cellular-block-lined grade control structure, hydraulic model investigation, 318
Census of housing, 48
Census of population, 49–57
Census of U.S. civil aircraft, calendar years 1971 [and] 1970, 35
Center for Disease Control psittacosis annual summary, 71
Certificates of airworthiness for imported aircraft, 686
Chalones, concepts and current researches, 564
Changes in time and savings deposits at commercial banks, 378
Characteristics and photochemical reactivity of emissions, 344
Characteristics of population, 49–54
Characteristics of State public assistance plans under Social security act, 634
Characterization of emissions from 1970–73 model vehicles, final report, 29
Characterization of particulates, and other nonregulated emissions from mobile sources and effects of exhaust emissions control devices on these emisions, 27
Chemicals fail to induce abscission of loblolly and slash pine cones, 406
Child support and work bonus, 209
Cibolo Project, Tex., 138
Civil Service pamphlets, 75
Code of Federal regulations, 872–877
Committee on Public Works, 93d Congress, 1973–74, committee rules, 157
Committee publications and policies governing their distribution, 113
Comparison of oleoresin composition in declining and health loblolly pines, 400
Competition in real estate and mortgage lending, 229
Compilation of Federal laws relating to conservation and development of our Nation's fish and wildlife resources, 153
Comprehensive defect data bank for no. 2 common oak lumber, 414
Computer programs, operational and mathematical, compilation, 550
Concept, algorithm, decision, 496
Congressional serial set, 86–87
Conservation needs inventory for land resource planning, 638
Constitutional questions concerning emergency powers, 238
Consular relations, 667
Consumer information series, 381
Consumer involvement in delivery of social service, 633
Contractor report NASA CR series, 540–548
Control in space, 500
Control systems, 499
Convention for protection of producers of phonograms, 187
Conversion to metric system of weights and measures, 163
Converted flexible packaging products, 61
Cooperation in transportation, 671
Cooperative forest fire control, program financing, Federal, State, and private funds, 393
Cooperatives and condominium housing, 48
Correspondence and other documents relating to student aid officers' responsibilities under guaranteed student loan program, 129
Corrosion control for aircraft, 357
Cost growth in major weapon systems, 442
Cost of transportation freight by class 1 and 2 motor common carriers of general commodities, 492
Cotton gin operating costs in Midsouth, 13
Cotton quality, supply, disappearance, carry-over, 3
Counselors in public schools, 295
County business patterns, 58–59
Court-martial reports, holdings and decisions of Courts of Military Review and United States Court of Military Appeals, 253
Courts, 538
Criminal justice research, 514–515
Criminal redistribution (fencing) systems, 243
Cultural relations, 670
Current fisheries statistics, 582–584
Current industrial reports, 60–68
Current population reports, 69
Current research and development on roads and road transport, in-depth study reports from world survey, 366

D

D.C. Government organization, 124–126
Decisions of orders of National Labor Relations Board, 581
Deducciones de los ingresos de la familia, 390
Defense, electrical substation, 690
Defense, support of United States activities at Churchill Research Range, 694
Department of Defense appropriations for 1974, 119
Department of Defense machinery leasing practices, 166
Departmental and foreign service series, 664
Departmental circular, public debt series, 705
Deriving fair incentives for management of hardwood timber stands, 415
Design for tomorrow, Bouris, Red, Rainy Rivers, 655
Design manual DM series, 598–599

(Example 5)

BEST COPY AVAILABLE

Education—Continued
research in education (periodical), 3147
index, report resume, 5357
semi-annual index, 14295
reviewing the commitment, report on academic exchanges, 7180
rocky road called innovation, report of President's National Council on Supplementary Centers and Services, 7710
scientific and educational establishments, USSR study, 5731
sons and daughters of deceased or disabled veterans, educational assistance information, 11933
Soviet scientific education, USSR study, 7373
special fund for education, Philippine Science High School, agreement with Philippines, 1155
State departments, 1971–72 foreign curriculum consultant program, 16394
student Federal and State aid programs, 11064
print as Senate document, report, 13626
study of our Nation's schools, 4064
systems analysis and other programs, long term educational opportunities, 251
tax information on educational expenses, 5680
Teacher Corps, futures in education, 584
teachers, opportunities abroad, teaching, short-term seminars, 14291
technology and educational renewal (address), 592
to move the mountain (address), 9996
training activities under Manpower development and training act, annual report, 7258
trust funds for scholarships, employer contributions, law, 302
upward bound, ideas and techniques, reference manual, 7028
upward bound project, general information, 594
veterans' educational assistance allowances—
increase rates—
law, 8178
report, 6632
pay in advance, hearing, 13755
veterans educational benefits, hearings, 17653
volunteers in education, materials for programs and the volunteer, 5573
West Virginia, improving administration of Federal programs of aid to educationally deprived children by Education Office, GAO report, 7213
White House Conference in 1972, authorize, hearings, 17643
women, trends in educational attainment, 1185
→ *see also* Audio-visual education—Colleges and universities—Elementary education—Military education—Moral education—Naval education—Physical education and training—Professional education—Secondary education—Teaching—Technical education—Vocational education—*also* subjects taught.
Education and Behavioral Science Office, Mines Bureau, news services, 5869
Education and Labor Committee, House:
calendar, 2801
committee prints, 8287–88, 12269, 13505–506, 15885
hearings, 412–414, 1579, 3858–59, 5155–57, 6705, 8284–86, 11031–32, 13503–504, 15893, 15894, 15896, 17637–643
investigations and studies—
expenses, report, 6652
travel, authorization, report, 1549
reports, 1447, 1501, 1540, 1547, 6630, 8231, 11014, 15852, 15858, 15897
Education assistants, *see* Teachers.
Education by television, *see* Television.
Education for Handicapped Bureau, media services & captioned films program, research and demonstration projects, 8529
Education Office:
administration of higher education programs in foreign language and area studies, research and training opportunities abroad, 16476
annual report, 14274
1969, on administration of laws granting Federal aid to schools, 5342
appropriations, 1970—
hearings, 1700
law, 3738
reports, 472, 1563, 1683, 3834, 5104
appropriations, 1971—
amendments, proposal, 9784, 13354
hearings, 6696, 8270, 9891
law, 13347
reports, 6686, 9868, 13424
veto, 15829
Federal program of aid to educationally deprived children in West Virginia, opportunities for improving administration, GAO report, 7213
final report, 1970, on administration of laws granting Federal aid to schools, 13506
goals and the community college (address), 577
how it assists college students and colleges, 1792, 11232
information, 9995
OE-administered programs, fiscal year 1970, guide, 9987
OE data collections, preparing requests for clearance, manual, 7019
OE's new copyright policy, 14290
opportunity to reduce Federal interest costs by changing loan disbursement procedures under guaranteed student loan program, GAO report, 10149
poster, 14296
publications, lists, 588, 16405
research centers and laboratories, list, 1795
strengthening, for service to the States (address), 591
student loan insurance fund, 1968, financial statements, GAO examination, 1889
Educational assistants, *see* Teachers.
Educational associations, directory, 14278
Educational boards and departments:
current expenditures by local education agencies for free public elementary and secondary education, 17908
grants to school boards, Equal Educational Opportunities Division policies and procedures manual, 579
Educational institutions, *see* Colleges and universities—Schools
Educational Materials Center, books related to English language and literature in elementary and secondary schools, bibliography, 8511
Educational Resources Information Center:
ERIC products, 1967–68 information analysis publications of ERIC Clearinghouse, 17909
ERIC rules for thesaurus preparation, 590
guide to current educational information, 4055
how to use ERIC, 16396
manpower research, inventory, 14289
pacesetters in innovation, PACE program, etc., 4058
research in education (periodical), 3147
index, report resume, 5357
semi-annual index, 14295
Educational surveys, preparing evaluation reports, guide for authors, 8521
Educators:
Afro-Americans in Far West, handbook, 11200
conservation tools, 7182

(Example 6)

BEST COPY AVAILABLE

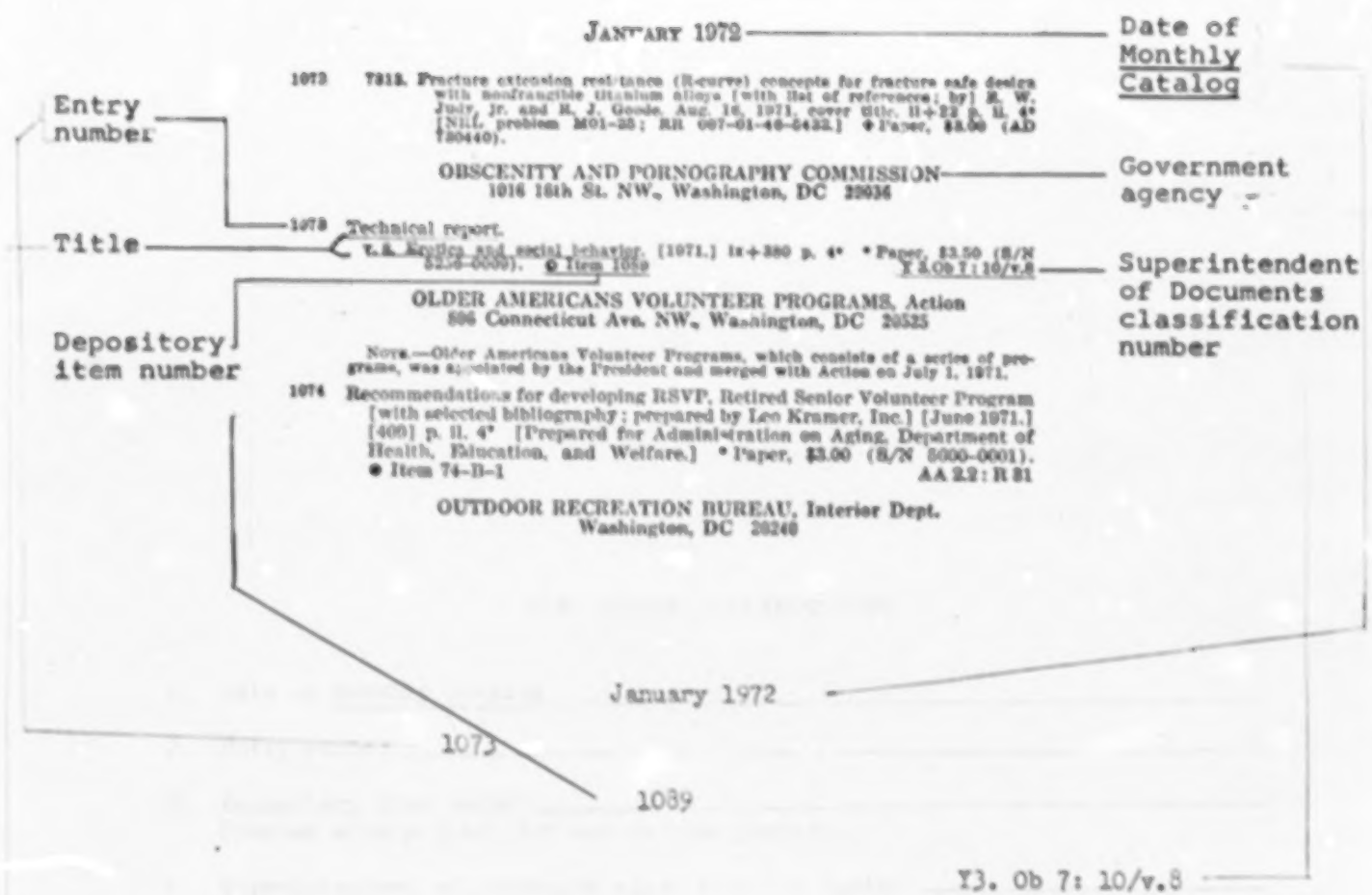
Population—Continued
DAUList user instructions and program documentation for reading summary tapes of census statistics—
DAUList 1, 3617
DAUList 2, 3618
DAUList 4, 12573
declaration of U.S. policy of population stabilization by voluntary means, hearings, 5274
demographic projections for United States, by age, sex, school enrollment, 5019
disabled, general characteristics, 15370
dispersal period in a population of eastern fox squirrels (Sciurus niger), 5547
economic growth in relation to population increase, natural resources availability, environmental quality control, and energy needs, selected readings, 542
employment status for United States, 13263
enrollment, and costs of public elementary and secondary education, 1975–76 and 1980–81, 6011
estimates of population of—
States, current population, reports, 14407
to May 1, 1972, current population reports, 14406
United States and components of change, 7703
by age and sex, preliminary, 9280
current reports, 195, 5017,
family
and table conference,
farm—
1971,
series
Hungarian
yearbook, 1970, 15896–897
illustrative
tions for U.S., demographic effects
ternate paths to zero growth, 7702
international
tistics, reports, 6051
low-income, characteristics
metropolitan and nonmetro
sidence 5 years old and over
10
mid-decade census of
sing, hearings, 5193
mobility, United States, 7701
1970 population of voting age
5519
people of United States in 20th cent
9283
places of 10,000 or more by wards, 1970, list by States, 4972
polytypic species Nocomis leptocephalus (Girard), with description of new subspecies, 1109
population—
and land area of urbanized areas, 1970 and 1960, 4969
and the American future, report, 13072
annexed to central cities of standard metropolitan statistical areas in United States, 1960–70, 4971
of standard metropolitan statistical areas, 1950–70, 4970
program assistance, aid to developing countries by United States, other nations, and international and private agencies, 6986
research, Federal program, inventory of population research supported by Federal agencies, 10176
projections of population of voting age for States, 6324
race and urban and rural residence of population of United States, by States, 6271
Population—Continued
races of population for—
standard metropolitan statistical areas, urbanized areas and places of 50,000 or more, 9209
United States, 1970, by States, 4973
relationships between general aviation aircraft and population, 13777
report of Secretary of Health, Education, and Welfare submitting 5-year plan for family planning services and population research programs, 14748
rural-urban population, income, and employment, simulation of alternative futures, 4023
seven city study of air and population lead levels, 14317
standard metropolitan statistical areas established since 1970 census, for United States; 1970 and 1960, 10568
States, 1975–90, preliminary projections, 5020
time lost from work among currently employed population, 11334
two-child family and population growth, international view, publications order form, 199
United States—
estimates, 3614, 5018, 11661
projections of population, 1970–2020, by age and sex, 194
Puerto Rico, and outlying areas, 4967
world population growth pattern—
1950–55, map, 7719
1960–65, map, 7720
1970 or most recent date, map, 7721
year of maximum population by counties of United States, map, 1334
see also names of States, etc.
Population Growth and American Future, Commission appropriations, 1973, report, 13571
Poquoson, Va.:
flood plain information, coastal flooding, 6679
floods, how to avoid, 6719
Porcelain enamel, *see* Enamel.
Pores, nature and extent of macropores in forest soils and their influence on subsurface water movement, 12888
Pork:
Canada, growth potential of grain and livestock sectors, 8137
effect of freeze-drying conditions on quality of raw pork, 14331
frozen pork bellies—
commitments of traders, 2287
futures, trading and open contracts, 2556
Pornography, *see* Obscene matter.
Porosity:
effect of porous structure on carbon activation, 6782
nature and extent of macropores in forest soils and their influence on subsurface water movement, 12888
Porous materials:
design and test of porous-tungsten mercury vaporizers, 11297
experimental investigation of flow, oxidation, cooling, and thermal-fatigue characteristics of laminated porous sheet material, 7132
heat transfer in porous media—
analysis in cooled wall with variable pressure and temperature along coolant exit boundary, 5842
analytical solution in three-dimensional media including variable fluid properties, 15216
some features, USSR study, 874
gas flow in porous media at low pressures, experiments, 963

(Example 7)

BEST COPY AVAILABLE

—Continued
...
...
...

BEST COPY AVAILABLE


JANUARY 1972
Date of Monthly Catalog
1073 7313. Fracture extension resistance (R-curve) concepts for fracture safe design with nonfrangible titanium alloys [with list of references; by] R. W. Judy, Jr. and R. J. Goode. Aug. 16, 1971. cover title, ii+22 p. ii. 4° [NRL problem M01-25; RR 007-01-46-5432.] • Paper, $3.00 (AD 730440).
Entry number
OBSCENITY AND PORNOGRAPHY COMMISSION
1016 16th St. NW., Washington, DC 20036
Government agency
1078 Technical report.
Title
v.8. Erotica and social behavior. [1971.] ix+380 p. 4° • Paper, $3.50 (S/N 5256-0009). ● Item 1059
Y 3.Ob 7:10/v.8
Superintendent of Documents classification number
OLDER AMERICANS VOLUNTEER PROGRAMS, Action
806 Connecticut Ave. NW., Washington, DC 20525
Depository item number
NOTE.—Older Americans Volunteer Programs, which consists of a series of programs, was appointed by the President and merged with Action on July 1, 1971.
1074 Recommendations for developing RSVP, Retired Senior Volunteer Program [with selected bibliography; prepared by Leo Kramer, Inc.] [June 1971.] [400] p. ii. 4° [Prepared for Administration on Aging, Department of Health, Education, and Welfare.] • Paper, $3.00 (S/N 5000-0001). ● Item 74-B-1
AA 2.2: R 31
OUTDOOR RECREATION BUREAU, Interior Dept.
Washington, DC 20240

January 1972

1073

1089

Y3. Ob 7: 10/v.8

Technical report, vol.8, Erotica and social behavior

(Example 9)

EASTERN ILLINOIS UNIVERSITY

BEST COPY AVAILABLE

Booth Library

Documents Information Service

Script: Robert T. Chen, Documents Librarian
Date: November, 1973; Revised, January, 1974

(Music)

Welcome to Booth Library and its Documents Collection.

Government publications, commonly called documents, are one of the most extensive and valuable sources of information.

Despite in 1971 alone the Monthly Catalog listed more than 15,000 documents issued by the Federal Government of the United States.

Some documents, such as the annual reports of departments and agencies, are mainly records of government administration.

A lot of others may be good sources of popular information. Here are some examples: Save your teeth; Kennedy Space Center story; Fifty birds of town and cities; To'e your world, the Yosemite conservation story; and Indian education: steps to progress in the 70's.

Many government publications, however, are research materials indispensable to scholars and specialists. This is true in the fields of sciences as well as social sciences, as can be seen from these titles: Advanced methods for the solution of differential equations; Research dissertations abroad the education of infants; Decade of the United States in the 20th century, a census retrospect; Space simulation; and Water quality behavior in reservoirs.

BEST COPY AVAILABLE

Documents may be issued by the Legislative Branch, that is, the Congress. Major congressional publications include: the Congressional Record, congressional committee hearings, committee prints, and House and Senate documents and reports.

Documents may be issued by the Judicial Branch. A major title is the United States Reports which contains the cases judged by the Supreme Court.

A majority of the federal documents, however, are issued by the Executive Branch, which includes the Executive Office of the President, the many departments and independent agencies. All of the examples of popular and research types of publications that you just saw were issued by the executive branch.

The physical form of documents may be a book, a pamphlet, a map, a poster, or a periodical.

Taken as a whole, they cover practically every field of human knowledge and endeavor. No matter what the subject of your study is, or what vocation you may follow, chances are that there will be some documents that are helpful or interesting to you.

This program is designed to acquaint you with the resources of the documents collection in Booth Library, and to show you how to locate a government publication you need. Booth Library was designated as a depository of U.S. federal documents in November 1962. Since then more than 80,000 publications have been received.

Some of them have been cataloged. These include reference books, general stacks books, and periodicals.

All cataloged documents are listed in the public catalog.

Most of the depository publications, however, are not cataloged, but are shelved in the documents stacks on the main floor of the old part

BEST COPY AVAILABLE

of the library, next to the Self-Study Materials Center. They are arranged by the Superintendent of Documents classification system, which will be explained later.

In addition to the paper copies, which include the most useful documents distributed to depository libraries since 1938, Booth Library also has the microprint edition of all depository publications from 1956 to date, and non-depository publications from 1963 to date. Popularly these documents are referred to as documents on microcard. They are divided into two separate sets, depository and non-depository, and are arranged by their order of listing in the Monthly Catalog.

In order to use U.S. government publications successfully, a thorough understanding of the use of the Monthly Catalog is necessary.

There are two copies of the Monthly Catalog in Booth Library, one in the Documents Section, and one in the Reference Room.

At this moment we would like to remind you that generally you will not be able to find a new document in the Monthly Catalog immediately after it has been published. The time lag between the date of publication and the date of being listed in the Monthly Catalog may be from a few to several months. Some documents are never listed in the Monthly Catalog.

Usually the first step in locating a government publication is the use of the index which appears in each issue of the Monthly Catalog. In the December issue there is a cumulative annual index which indexes the publications listed in the Monthly Catalog from January to December.

Two decennial cumulative indexes have been published. The 1941-1950 cumulative index is in the Reference Room. There are two copies of the 1951-1960 cumulative index, one in the Reference Room and one in the Documents Section.

BEST COPY AVAILABLE

In order to facilitate our explanation, two sample pages of the Monthly Catalog are reproduced, one from the index, and one other from the text.

When using the index, you should look for the document you need under one or more of four categories: (1) subject heading, (2) author, (3) unique title of a document, or (4) the government agency which issued the document. Each document may have an index listing under two or three of these categories, but seldom under all four.

Beginning with the January 1974 issue, the Monthly Catalog has three different indexes: subject index, author index, and title index.

When you look for a document by a subject, remember that subject listings can be further divided into specific as well as general subject headings. For example, if you look for some documents about education, you should notice that materials are also listed under Audio-Visual education, College and universities, Elementary education, and so on.

A Cumulative Subject Index to the Monthly Catalog of the United States Government Publications, 1900-1971, is being ordered by the library. It will be available in the Reference Room.

Personal authors were not indexed in the Monthly Catalog between the years 1947 and 1962. However, a commercial press has published several volumes of a cumulative personal author index, covering the years 1941-1970. These volumes are shelved with the Monthly Catalog in the Reference Room.

Suppose you want some recent documents about pornography, you look in the December 1972 index. Immediately you find that "pornography" is not the index term used in the Monthly Catalog. Instead a "see reference" directs you to the term "obscene matter."

BEST COPY AVAILABLE

Under "Obscene matter" you find a title "Erotica and social behavior, technical report."

Notice that the same technical report also appears under the issuing agency, Obscenity and Pornography Commission.

Notice also the number or numbers following each title in the index, such as 1073 and 1933 following the title "erotica and social behavior, technical report." They are the entry numbers that designate the order in which the documents appear chronologically in the Monthly Catalog.

Turning to number 1073 in the text of the Monthly Catalog, you find the title Technical report, volume 5, Erotica and social behavior, which is listed under the issuing agency Obscenity and Pornography Commission. The text of the Monthly Catalog lists documents alphabetically by the name of the issuing agency.

Having found the needed title in the Monthly Catalog, the next step is to fill out a document request form, giving the following information:

(1) Date of the Monthly Catalog in which the document is listed

(2) Entry number

(3) Depository item number which is marked with a black dot and an item number

(4) Superintendent of Documents classification number

(5) Title of Document

If only the microcard copy of the document is requested, you have only to fill out the first three columns of the form. If no depository item number appears in the entry, simply write "None."

After filling out the request form, present it to the Documents Librarian or his assistant, who will get the document for you.

BEST COPY AVAILABLE

Or, if you wonder, you may go to the shelves and get the document by yourself. Before entering the stacks, however, you should ask the Documents Librarian or his assistant to check the documents shelflist. The shelflist will tell whether a paper copy of the document is available, and if available, what its location is. If, in addition to the Superintendent of Documents classification number, a Library of Congress call number appears on the shelflist card, it means the document has been cataloged and is no longer shelved in the documents stacks.

If a government periodical is cataloged, the documents shelflist card will say "Checked in by Serials Department." You should consult the computer print-out or the public catalog for its location.

Documents are shelved in alpha-numerical order according to their Superintendent of Documents classification numbers. A Superintendent of Documents classification number is an alpha-numeric code. The letter or letters in the first part of the code represent the department or agency that issues the document. For example, "A" is for Agriculture Department, "C" for Commerce Department, "CS" for Civil Service Commission, "Ju" for the Judicial Branch, and so on.

Congressional publications are represented by "X", "Y1.", "Y4." and "Y7." classes. The Congressional Record is shelved in the "X" section, while all congressional committee hearings and committee prints are in the "Y4." section.

If you would like to know which letters currently represent what departments or agencies, and what their major publications are, you can consult the List of Classes of United States Government Publications Available for Selection by Depository Libraries at the Documents Section.

Guide labels on the ends of shelves show you what documents are on those particular shelves.

BEST COPY AVAILABLE

Congressional reports and documents, which include House reports, House documents, Senate reports, and Senate documents, have no classification numbers. They are arranged by report and document numbers within each Congress, and are shelved after the "Y" section.

These individual House and Senate reports and documents will eventually be replaced by bound volumes known as the congressional serial set. The serial set is arranged by serial numbers, and is located next to the individual reports and documents. Some of the bound volumes, however, are not available to regular depository libraries.

In order to find a report or a document in the serial set, a publication called Numerical Lists and Schedule of Volumes must be used. The Documents Librarian will be glad to show you how to use this publication.

The last section of the documents stacks on the main floor is the microprint edition of documents, or, as we usually call them, the documents on microcard. They are divided into two sets, depository and non-depository. In each set the documents are arranged chronologically by the entry numbers in the Monthly Catalog. Usually the documents on microcard are available six months after they have been listed in the Monthly Catalog.

Microcard readers, located in the carrels south of the documents stacks, can be used for reading documents on microcard.

You may use documents in the library or check them out. The regular loan period is two weeks. Check out documents at the counter of the Self-study Materials Center, the SMC. Some documents, such as the bound volumes of the Congressional Record and the congressional serial set, are not to be checked out.

BEST COPY AVAILABLE

Do not reshelve used documents. Return them to CMC.

The Monthly Catalog is not a complete listing of all federal documents. Government research and development reports and many other documents produced through federal grants are generally not included in the Monthly Catalog. Therefore, other bibliographic tools such as Government Reports Index and Research in Education should be used to locate these reports and documents. Both are shelved in the Reference Room.

Remember most of the documents indexed in Research in Education are available on microfiche at CMC.

A good source for locating congressional publications is the CIS/Index which is published by the Congressional Information Service, an independent organization. It is available in the Reference Room.

In order to help locate statistical information, the CIS started publishing the American Statistics Index in 1973. It is a guide and index to federal statistical documents. It is shelved next to the CIS/Index in the Reference Room.

If you would like to learn more about U.S. government documents, a book written by Schmeckebier and Eastin, Government Publications and Their Use, may be consulted. It is available at the Documents Section as well as in the Reference Room.

A written manual, "How to obtain U.S. Government Publications in Booth Library: A step-by-step guide," has also been prepared. It is available at both the Documents Section and the Reference Desk.

In addition to federal publications, our documents collection also includes Illinois state documents and recent United Nations publications. These areas are not covered by our present orientation program. However,

BEST COPY AVAILABLE

If you have problems in using any of the Microfiche, please do not hesitate to ask the Documents Librarian or a reference Librarian for assistance.

This program has been designed by Robert P. Chen, Documents Librarian, narrated by Ron Wilson of the Self-study Materials Center, Booth Library, and photographed by Gary Grounds of the Audio-Visual Center, Eastern Illinois University.

BEST COPY AVAILABLE

Summary

1. Consult the Monthly Catalog of the United States Government Publications.

2. Check in the index under subject, author, title, or government agency.

3. Locate publications in the text by entry numbers which are given in the index.

4. Fill out a document request form giving the following information:

   (1) Date of the Monthly Catalog in which the document is listed

   (2) Entry number

   (3) Depository item number which is marked with a black dot and an item number

   (4) Superintendent of Documents classification number

   (5) Title of the document

   If only the microcard copy of the document is requested, you have only to fill out the first three columns of the form. If no depository item number appears in the entry, simply write "None."

5. Present the completed document request form to the Documents Librarian or his assistant who will get the document or document on microcard for you.

   Or, if you prefer, you may go to the shelves and get the document by yourself. Before entering the stacks, however, you should ask the Documents Librarian or his assistant to check the documents shelflist.

6. If you have any problems in using documents, please feel free to ask the Documents Librarian for assistance.